1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>National consultant – Procurement and Supply Chain Management</th>
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<tr>
<td>Cluster/Project:</td>
<td>Organizational Effectiveness Support Services</td>
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<tr>
<td>Post Level:</td>
<td>Specialist</td>
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<tr>
<td>Contract Type:</td>
<td>Long Term Agreement (LTA)</td>
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<tr>
<td>Duty Station:</td>
<td>Home based and Phnom Penh, Cambodia</td>
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<td>Expected Place of Travel:</td>
<td>N/A</td>
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<tr>
<td>Contract Duration:</td>
<td>Initial contract from 01 October 2022 to 30 September 2023 (up to 120 days per year) (possibility of extension up to three years)</td>
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2. Project Description

Cambodia has made notable improvements in health outcomes, and access to health services has increased over the past 20 years. However, more work needs to be done. People from rural and remote areas, indigenous people, and those who are socio-economically marginalized, are still affected by poor health and nutritional status. Access to and availability of quality health services for all continues to be a challenge due to issues related to community mobility, health literacy, health infrastructure and equipment, commodities and supplies, and number of staffing and their level of education and skills.

Over the past few years, UNDP has been supporting the health sector through research and policy advocacy related to tobacco taxation, improving user-informed service delivery and digitalization, as well as procurement of much-needed medical and laboratory equipment, vehicles and other items for the Government’s emergency health response to Covid-19, and sanitary disposal of Covid-19 waste.

Building on UNDP’s past efforts, experience and lessons learned in supporting the Government and the Ministry of Health, in particular to respond to the Covid-19 outbreak, UNDP aims to expand the assistance to improving the resilience of Cambodia’s health system in close collaboration with the World Health Organization (WHO) and other partners.

3. Scope of Work

The consultant will work under the overall guidance and supervision of the Operations Manager, and engage on a day-to-day basis with the Procurement Analyst on the specific deliverables below:

1) **CO supported to conceptualize interventions for improving health systems and/or formulate Procurement and Supply Chain Management Strategies and plans**

   - Provide inputs, as needed to the programme team to formulate concepts, proposals and pro docs.
   - Coordinate with government and development partners on UNDP procurement and supply chain strategy and instrument availabilities to support health sector.
   - Support implement partners to strengthen the effectiveness of the procurement system with the principles of transparency and accountability.
   - Attend regular meetings with implement and development partners on Health Procurement Strategies and plans.

2) **Procurement plans developed for implementing agreements entered into with government and development partners:**
• Work closely with government and development partners as well as programme/project personnel to assess the needs and incorporate into procurement plan/s.
• Develop procurement plan/s by working with the Procurement Support Unit (PSU) to identify available items in the market, in line with the required specifications and delivery timelines.
• Calculate the related costs and delivery timelines of the required specifications.
• Communicate with government and development partners on the available options for final decision.
• Provide procurement plan/s to the Procurement Analyst for submission to government and/or development partners for approval.

3) **Inputs provided to procurement and logistics processes:**
• Provide inputs for procurement of the required goods for government and development partners in accordance with UNDP’s policies and procedures.
• Provide inputs to placement of orders for goods in accordance with the approved procurement plan/s, including product costs, freight cost, custom clearance cost and insurance cost based on approved procurement plan/s.
• Coordinate with PSU on the procurement process for the required items.
• Coordinate with supplier on the shipping documents and delivery procedures.
• Coordinate with shipping agencies and customs clearance agents to ensure safe and fast release and collection of goods and storage in line with INCOTERMS.

4) **Inputs provided to contract administration processes:**
• Provide inputs to contract management on Agreements and Purchase Orders with suppliers to make sure the shipments are delivered on time.
• Provide regular updates to government and development partners on progress of procurements and delivery timelines.
• Support CO/PSU to process payments for concluded contracts as per UNDP Financial Regulations and Rules, and based on receipt reports duly signed by the recipients of goods and/or services.

4. **Expected Outputs and Deliverables**

A separate sub-ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information relating to the assignment.

5. **Institutional Arrangement**

The national consultant will perform under the overall guidance and supervision of the Operations Manager and engage on a day-to-day basis with the Procurement Analyst of UNDP.

The national consultant will also work closely and coordinate with UNDP’s government and development partners, and UNDP’s Procurement Unit as well as broader Operations and Programmes teams for inputs, review, and cross-cutting issues to maximize delivery. He/she will also be expected to liaise closely with UNDP’s procurement focal points at Bangkok Regional Hub, as well as procurement and logistics hubs in Kula Lumpur, Beijing and Copenhagen.

6. **Duration of the work**

The assignment is up to 120 days per year expected from 15 September 2022 to 15 September 2023 with possible extension up to 3 years. However, it is subject to change based on the needs and satisfactory performance of the consultant. The proposed daily rate remains valid for up to 3 years.
7. **Duty Station**

The duty station of this assignment is home based and in Phnom Penh, Cambodia. DSA, and all other related actual costs (local travel, etc.) outside the duty station of Phnom Penh will be covered by UNDP budget, based on agreement with the supervisor prior to such travel taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual consultant(s) who are expected to travel to deliver the assignments is required to undertake the UN security course (BSAFE) training prior to travelling. The course is accessible here: https://training.dss.un.org/course/category/6

8. **Minimum Qualifications of the Individual Contractor**

| Education: | • Master’s Degree or equivalent in Business Administration, Public Administration, Finance, Commerce, or related field.  
• Recognized Procurement and Supply Operations (CIPS) Certification is an advantage. |
| Experience: | • At least 7 years of proven work experience in procurement management and supply chain management, including logistics.  
• Substantial experience in procurement or supply management with UNDP or other UN agency using similar procurement systems, as well as government (preferably Ministry of Health) and/or development partners.  
• Demonstrated previous experience on related aspects such as producing procurement plans, managing large procurement assignments, and large-scale logistics management.  
• Very good knowledge of Ministry of Health Logistics Management Information System is desirable.  
• Very good understanding of UNDP or similar Enterprise Resource Planning (ERP) systems. |
| Competencies | • Experience with development agencies, such as bilateral agencies, World Bank and the UN.  
• Strong analytical skills, and good communication and writing skills.  
• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, as well as culturally and gender sensitive. |
| Language Requirements: | • English and Khmer at working level. |

9. **Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

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<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
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<tbody>
<tr>
<td>Master’s Degree or equivalent in Business Administration, Public Administration, Finance, Commerce, or related field</td>
<td>10</td>
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<tr>
<td>At least 7 years of proven work experience in procurement management and supply chain management including logistics management.</td>
<td>20</td>
</tr>
<tr>
<td>Substantial experience in procurement or supply management with UNDP or other UN agency using similar procurement systems, as well as government (preferably Ministry of Health) and/or development partners</td>
<td>20</td>
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<td>Demonstrated previous experience on related aspects such as producing procurement plans, managing large procurement assignments, and large-scale logistics management.</td>
<td>20</td>
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<td>Very good understanding of UNDP or similar Enterprise Resource Planning (ERP) systems.</td>
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**Total Obtainable Score:** 100

10. **Payment schedule**

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, travel, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment. UNDP shall have no guaranty of the number of days to be engaged under LTA which the engaged days will be based on the actual requirement.

The consultant can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/Certification for Payment (CoP). Each payment is subject to acceptance of work, receipt of CoP, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

**Offerors shall quote one rate of daily professional fee including insurance cost.** The rate shall be all inclusive and fixed during the contract period.